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Investigated the need for and approved for purchase and installation the following types of office business machines:

<u>Type</u>	<u>Quantity</u>	<u>Cost</u>
Electric typewriters	108	\$48,300
Calculating machines	39	\$25,000
Dictating machines	30	\$12,000
Flexowriters (for Field Sta.)	36	\$127,800
" (Headquarters)	4	\$12,271
Microfilm readers	5	\$ 4,300
Mis. (time stamps, electric staplers, check protector, etc.)	14	<u>\$ 3,800</u>
	<u>236</u>	\$233,671

25 items of EAM equipment were approved for a monthly rental of \$5,160

21 items of EAM equipment were approved for discontinuance

carrying a total monthly rental of

2,351

Total increase in EAM rental

\$ 2,809

236  
25  
21  
2  
282

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